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**Agenda Item 2: SAT SOG Terms of Reference**

**a) SAT SOG working plan**

**Proposal for an SAT SOG the Annual Working Programme**

(Prepared by SAT SOG)

<b>SUMMARY</b>
This paper presents SAT SOG's proposal for its annual working programme.
<b>REFERENCES</b>
<ul style="list-style-type: none"><li>• SAT-24 meeting</li><li>• ACM-2 meeting</li><li>• ACM-S meeting</li></ul>



**1. Background**

1.1 The South Atlantic Safety Oversight Group (SAT SOG) is committed to improving aviation safety in the region. As part of this commitment, we propose implementing a bi-annual working program focusing on safety initiatives and best practices. This paper outlines the need to introduce the program, the steps involved in its implementation, and the benefits it will bring to the aviation industry. The proposed plan is in line with item 1.4, letter c, of the Terms of Reference (TOR) of the SAT SOG.

**2. Analysis**

2.1 The aviation industry is constantly evolving, and safety oversight bodies must keep up with the changes to ensure safety standards remain high. The bi-annual working programme will allow SAT SOG to review and update its safety oversight strategies, identify emerging risks, and collaborate with stakeholders to address them. The program will also ensure that the region complies with the international safety standards of the International Civil Aviation Organization (ICAO).

2.2 The implementation of the bi-annual m will involve the following steps:

- a) Formation of a dedicated team: SAT SOG will form a team comprising industry experts, regulators, and stakeholders to oversee the programme's implementation.
- b) Development of a work plan: The team will develop a comprehensive work plan that outlines the activities, timelines, and resources needed to execute the programme, including methods and tools to analyze the implementation of a common safety-related occurrence database for the three regional monitoring agencies.

- c) **Communication and Collaboration:** The team will engage stakeholders to ensure that they understand the goals and objectives of the programme, it will foster collaboration and enhance its effectiveness.
- d) **Execution and Monitoring:** The team will execute the programme according to the work plan and monitor its progress to ensure it meets its objectives.

2.3 The implementation of a bi-annual working programme will have the following benefits:

- a) **Improved Safety Oversight:** it will enhance SAT SOG's ability to identify and manage safety risks, leading to improved safety oversight and a safer aviation industry.
- b) **Compliance with ICAO Standards:** it will ensure that the region remains compliant with ICAO safety standards, enhancing its reputation in the international aviation community.
- c) **Collaboration:** it will promote collaboration among stakeholders, facilitating the sharing of best practices and developing innovative safety solutions.
- d) **Alignment with meetings conclusions/decisions:** The bi-annual working programme will allow SAT SOG to implement actions related to the conclusions drawn from item 07 of the ACM-S meeting, which refers to the pending items of Conclusions SAT 24/06-07. This plan also aims to monitor the actions regarding the SAT IMG 01 Decisions.

2.4 While elaborating on SAT SOG working programme, the need for a communication plan was identified. Using the communication plan, the Group will establish a clear communication plan to ensure everyone involved in SAT SOG initiatives knows their responsibilities, timelines, and progress.

2.5 The proposed programme is critical in promoting safety initiatives and best practices in the South Atlantic Region. By following the steps outlined in this working paper, SAT SOG will enhance its ability to identify and manage safety risks, ensure compliance with ICAO safety standards, and foster collaboration among stakeholders.

2.6 By designing the programme aforementioned, SAT SOG proposes modifying SAT SOG Terms of Reference (ToR) item 1.4, letter "c", which states that the frequency should be annual. This Group proposes a change to its frequency to bi-annual.

2.7 See **Appendix A** containing the SAT SOG working programme, that is a living document and requires the updating of the Ad-Hoc groups proposed in this meeting to be updated. It is recommended to be periodically reviewed, thus producing new document versions.

### 3. **Action by the meeting**

3.1 The meeting is invited to:

- a) The meeting should take into consideration the information presented in this paper;
- b) review the proposal and approve the SAT-SOG annual working programme and SAT-SOG to be submitted to SAT-SG listed in **Appendix A**; and
- c) approve the frequency modification proposed to SAT SOG Terms of Reference (ToR) item 1.4, letter "c".

## APPENDIX A

*SAT SOG's Bi-annual Working Programme*

Activity	Participants	Frequency	March 2023	April 2023	May 2023	June 2023	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024
			Annual in-person SAT-SOG meeting	SAT-SOG members	Annually	x												x					
Annual virtual SAT-SOG meeting	SAT-SOG members	Annually									X												x
Video conference for coordination of planning and action monitoring	SAT-SOG Chairteam and ICAO	Bimonthly	x		x		x		x		x		x		x		x		x		x		x
Coordination of activities - RMA	SAT-SOG and RMA representatives	Bimonthly or as needed		x		x		x		x		x		x		x		x		x		x	
Coordination of implementation actions - SAT IMG	SAT-SOG and IMG representatives	Semi-annually		x					x							x					x		
Coordination of harmonization actions - NAT	SAT-SOG and NAT representatives	Monthly or as needed	Requires ad-Hoc proposal approved - to be filed at SAT SOG 01 meeting.																				
Ad-Hoc meetings (feasibility study and database implementation progress)	SAT-SOG and representatives from ARMA, CARSAMMA, and SATMA.	Monthly or as needed.	Requires ad-Hoc proposal approved - to be filed at SAT SOG 01 meeting.																				
Ad-Hoc meetings (Analysis of Collision Risk Assessment Methodologies in the EUR/SAM Corridor)	SAT-SOG and one subject matter expert from each RMA.	Monthly or as needed.	Requires ad-Hoc proposal approved - to be filed at SAT SOG 01 meeting.																				

*This work plan will be presented at the SAT-SOG meeting on March 13-18 to ICAO and other aviation industry representatives*